Accompanying Information for use with WAMS & DNR Switchboard Registration

Context

Each municipality that plans to apply for financial assistance from Environmental Loans is required to complete and submit online an Intent to Apply (ITA) and Priority Evaluation and Ranking Formula (PERF). The on-line system for ITA/PERF submittals streamlines internal processes and external tasks. Anyone entering or submitting an ITA/PERF is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access.

Note the following:

- **If you helped test** the on-line system this year, you will need to request a separate WAMS ID and register with the DNR Switchboard for the development environment. Separate registrations are required for the on-line system's development and production environments.

- **If you previously submitted** an on-line ITA, you can use that same WAMS ID (a.k.a. Wisconsin User ID) because it doesn't expire.

- **DNR Switchboard access must be requested this year** for everyone interested in submitting an ITA/PERF. Even if you submitted an on-line ITA last year you must re-request Switchboard access for this year.

Introduction

Environmental Loans has put together the below information to help you as you request a WAMS ID (a.k.a. Wisconsin User ID) and register for DNR Switchboard access. You may also wish to save or print the "WAMS and DNR Switchboard Registration Instructions" to view as you complete the self-registration process.

The links below provide additional information. If you cannot find the answer to your question or problem, please contact the helpdesk at 608-267-3123 or DNRSwitchboard@wisconsin.gov.
- DNR Switchboard
- WAMS

To start the self-registration process, go to the "DNR Switchboard – secure eBusiness portal" webpage, http://dnr.wi.gov/topic/Switchboard/. You may also go to the DNR homepage at http://dnr.wi.gov and search using the keyword "Switchboard."

Accompanying Information & Instructions from Environmental Loans

Information you enter into your WAMS account will be pulled into your registration request for Switchboard access. You will need to complete the required fields indicated by the red asterisks. If any required fields are left blank, red text will appear letting you know what is missing.

You need to select the appropriate "Role" in the DNR Switchboard to request access to our program's on-line ITA/PERF submittal system. Is your role in the project to **enter** its ITA/PERF? Or is your role in the project to ***enter and submit*** its ITA/PERF?

Municipalities can *enter and submit* an ITA/PERF. Consulting engineers can only enter an ITA/PERF, by having access to our on-line submittal system; they are unable to submit an ITA/PERF.

If a municipality wants their consultant to submit the ITA/PERF and supporting documents on their behalf, the municipality must fill out and sign the appropriate [authorization certificate](). The DNR must receive the signed authorization certificate **before** the consultant will be granted access to submit an ITA/PERF. Email the completed authorization certificate in PDF format to Becky Mesdjian at [rebecca.mesdjian@wisconsin.gov]().

"Show Roles"

The following corresponds to "Requesting access to the DNR Switchboard (step 3), **#17-19**" in the "[WAMS and DNR Switchboard Registration Instructions]()"

Our program (the one you're working with) is shown as "**Financial:** Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) for the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP)."

Please check only the Role you need; for a full description, click on the "More Info" link next to it.

- CWFP ITA/PERF – Enter Only
- CWFP ITA/PERF – Enter & Submit

- SDWLP ITA/PERF – Enter Only
- SDWLP ITA/PERF – Enter & Submit

If you accidentally create a Role that won't be used, delete it by clicking the "Remove Role" button. If this is not an option, contact Becky Mesdjian and she will delete it: email [rebecca.mesdjian@wisconsin.gov]() or call 608-266-5888.

Accompanying Information & Instructions from Environmental Loans

Locate Your Facility

The following corresponds to "Requesting access to the DNR Switchboard (step 3), **#20**" in the "WAMS and DNR Switchboard Registration Instructions"

Search and choose the municipality for which you will be entering an ITA/PERF. Searching for a municipality will be very quick and easy if you can provide one of the following numbers:

- WPDES permit,
- FID (the 9-digit facility id number),
- license,
- permit,
- EPA ID, or
- Municipality code, license number.

If a pre-populated list of municipalities is not visible, you can search for one by its identification number. After this search is done, the to-be-added municipality should be visible. If a pre-populated list of municipalities is visible but it doesn't include the correct one, you can search for it by identification number.

Always select the City, Town, Village, Sanitary District, etc. and NOT the landfill or treatment plant. Even if there is no address for the municipality, it is acceptable for you to select it. Becky Mesdjian will attach the address and record for it from the Environmental Loans database after the Switchboard request is submitted.

Pending Approval

Your Switchboard 'home page' will show your pending request(s). After your request is approved, an email will be sent to you and the pending status will change. Once your Role is approved, you can enter as many ITAs/PERFs as needed for that municipality. ITAs/PERFs can be accessed from the DNR Switchboard.

Consulting engineers can **enter** ITAs/PERFs, without an authorization certificate, for communities on their "Current Roles" list. Consulting engineers will need an authorization certificate for **EACH** community they add to their "Current Roles" list for which they need to **submit** an ITA/PERF.